

Instructions for Completing the *Pro Se* Response to Foreclosure Complaint.

Read the Summons to understand your rights and to determine the time period for filing an Answer or Responsive Pleading. Follow the instructions contained in the Summons related to filing and serving your Answer or Responsive Pleading to the foreclosure Complaint.

Additional time to file an Answer or Responsive Pleading may be granted by the court in certain circumstances upon a motion made to the court. A form called Notice of Motion and Motion for Extension of Time to Answer or Otherwise Plead is available to make such a request.

Completing the Form:

- Step 1: Write in the case caption at the top of the page, including the names of the Plaintiff(s); names of the Defendant(s) and Case number. This information is found at the top of the Summons and Complaint.
- Step 2: Fill in the name and address of the Plaintiff's attorney. This information can be found in the Summons or the Complaint or on CCAP (<http://wcca.wicourts.gov>).
- Step 3. State the specific reasons why you are disputing the Plaintiff's action to foreclose.
- Step 4. Sign and print your name, mailing address and telephone number.

Serving and Filing your Response:

- Step 1. Complete and sign the form.
- Step 2. Make at least two copies of the Response: one for you and one for the Plaintiff's attorney. The original will be filed with the court.
- Step 3. You must file the original with the court and serve the Response on the Plaintiff in the time period stated in the Summons. To serve the Plaintiff you can mail, fax or hand deliver a copy of the Response to the Plaintiff's attorney at the address contained in the Summons and Complaint or found on CCAP. If you fax or hand deliver the Response, keep a copy of a receipt showing proof of the date and time of delivery. If you mail the Response, prepare a form called an "Affidavit of Mailing" which is available at the Justice Center.

If there are other parties named in the action other than you or the Plaintiff, you must serve each party with a copy of your Response.

After serving a copy of the Response on the Plaintiff's attorney (and any other named party), the original should be mailed or hand delivered to the court in the branch assigned to your case, which information can be found on the front of your Summons or can be found in CCAP. If you mail the Response to the court, prepare a form called an "Affidavit of Mailing" which is available at the Self Help Center. Keep a copy of all paperwork for yourself.

- Step 4. After you serve and file your Response, the Court and the Plaintiff's attorney should copy you on all paperwork filed in your case and notify you of any hearings or court dates set in your case. To keep track of the events and status of your case, you can check the on-line court information system called CCAP (<http://wcca.wicourts.gov>).